

# Check Point

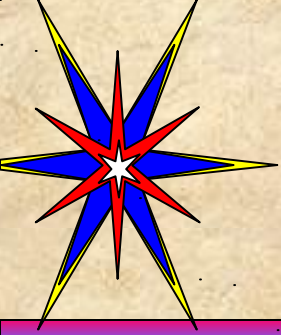
**Instructions: Read the question then click the mouse on your answer. You will receive immediate feedback on your answer.**

**Click on the next button to continue.**

**The use of file guides to separate files is optional.**

**TRUE**

**FALSE**



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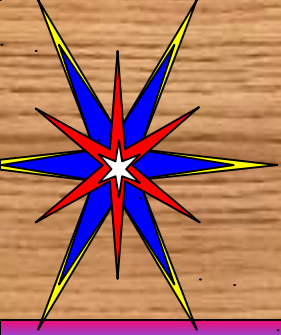
**What regulation governs Army Records Information Management System (ARIMS)?**

**AR 25-200-2**

**AR 200-25-2**

**AR 400-25-2**

**AR 25-400-2**



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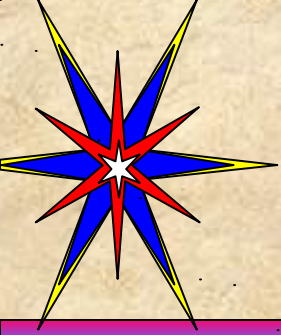
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**Appointment orders are only required on the Primary UPL not the alternate UPL.**

**TRUE**

**FALSE**



# Check Point

**Instructions: Read the question then click the mouse on your answer. You will receive immediate feedback on your answer.**

**Click on the next button to continue.**

**Who reviews and signs the Unit Substance Abuse Program SOP?**

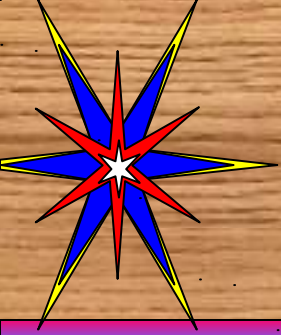
**1SG**

**IBTC**

**Commander**

**Prevention Coordinator**





# Check Point

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**Click on the next button to continue.**

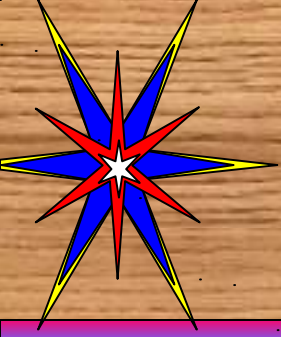
**How long are you required to keep positive results?**

**1 Year**

**2 years**

**3 years**

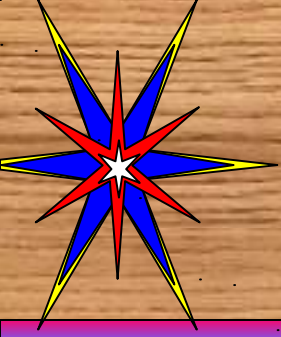
**4 years**



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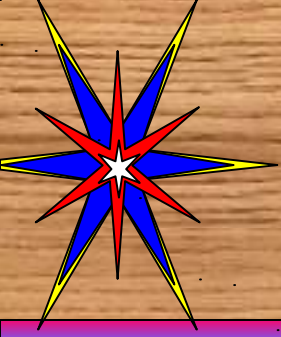
That is  
**CORRECT, Great**  
Job!!!





# Check Point

**Sorry, but you are  
incorrect.**



# Army Records Information Management System

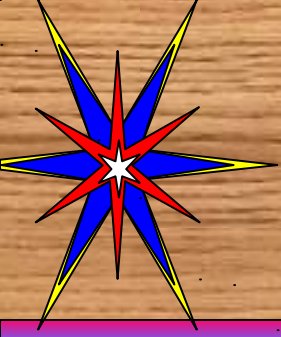
## ▮ Filing Procedures:

- ▮ Use file guides to separate files and to identify subdivisions thus making filing and retrieving a particular file easier.

**NOTE:** A file guide is nothing more than a dummy folder. A blank folder with ARIMS information but no records. The use of file guides is required.

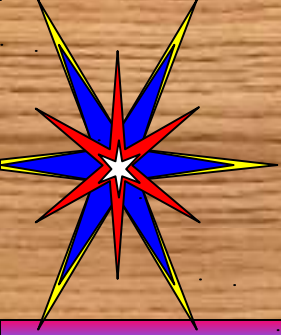
- ▮ Use folders to consolidate, retrieve, and protect the records.





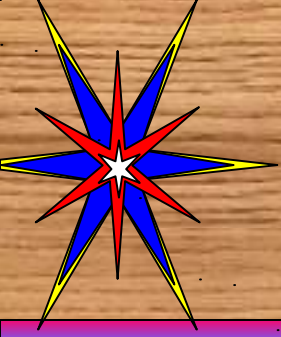
# **Army Records Information Management System**

- ▮ Army Records Information Management System (ARIMS) AR 25-400-2: The Army's System for maintaining records**
- ▮ Within the ARIM system, records are identified and filed by the number of the primary directive, usually an AR, which prescribes their creation, disposition, maintenance, and use.**



# Appointment Orders

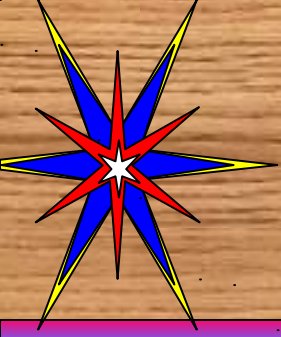
- ▢ It is a requirement that all primary and alternate UPLs be placed on appointment orders signed by the commander. You will need the original and four copies of the appointment orders:
- ▢ The original for the companies appointment order file/book
- ▢ 1 copy for each (Primary/Alternate UPL)
- ▢ 1 copy for the ASAP files
- ▢ 1 copy for your Unit Substance Abuse Program SOP



# Unit Substance Abuse Program (USAP) SOP

- ▣ It is an ACSAP requirement that units have a Unit Substance Abuse Program Standing Operating Procedure (USAP SOP) that is reviewed and approved by the commander.
- ▣ Your unit SOP should include (unless mandated in the installation SOP):
  - ▣ Random selection process normally used and an alternate; DTP should be the primary method and a ten sided die or number out of a hat as the alternate method in case of a computer problem.





# Files Commonly Used by UPLs

▮ **File Number: 600-85e1**

- ▮ **Title: Alcohol and Drug Abuse Testing Report Files - Positive Results**
- ▮ **Privacy Act: A0600-85DAPE**
- ▮ **Description: Copies of DD Form 2624, Specimen Custody Document - Drug Testing, and related documents pertaining to urinalysis testing.**
- ▮ **Disposition: “T3”; Destroy after 3 years**